

Retention and Classification Report

Agency: Department of Workforce Services. Workforce Development
Division (3059)
140 East 300 South
Salt Lake City, UT 84111

Records Officer Kent Naisbitt

26783	Adoption Assistance case files
26354	Correspondence
27403	Health coverage tax credit files
23304	One Stop Program court case files
26368	Policies and procedures manuals
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26245	Work site learning employer records

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26783

3

TITLE: Adoption Assistance case files

DATES: 1997-

ARRANGEMENT: Chronological by year thereunder alphabetical by surname.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 21.

AUTHORIZED: 05/28/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26783

TITLE: Adoption Assistance case files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a) (2008)

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26354

3

TITLE: Correspondence

DATES: 1997-

ARRANGEMENT: Alphabetical by name, thereunder numerical by file number.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27403

3

TITLE: Health coverage tax credit files

DATES: 2005-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain information on tax credits for employee health coverage. Information includes employee name and identifying information including applications, proof of eligibility, medical information, birth dates, social security numbers, COBRA proof of payments, and reimbursement information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 03/23/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f)

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 23304

1

TITLE: One Stop Program court case files

DATES: 1995-

ARRANGEMENT: Alphabetical by last name of case file

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

On Stop case files that have gone to court and thus been closed for pertinent reasons. These files include eligibility requirements and reasons for the closure of the case.

RETENTION:

Retain 11 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Legal

This retention is based on possibility of these case files being used in litigation.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 23304

TITLE: One Stop Program court case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26368

3

TITLE: Policies and procedures manuals

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Manuals containing policies and procedures that govern the operation and administration of the various programs within the organization.

RETENTION:

Retain 9 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27576

1

TITLE: Social Work Services Clinical Files

DATES: 1996-

ARRANGEMENT: Chronological by year thereunder alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Legal

These records have administrative value as they are used to monitor progress for Family Employment Program customers. They have legal value as they are required to be kept by the Division of Occupational and Professional licensing, UAC R156-60a-502(20). Files are subject to litigation by clients who feel they have not received adequate therapeutic intervention.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 27576

TITLE: Social Work Services Clinical Files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a),(b),and (j); UCA 63G-2-302(2)(d)

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 24931

1

TITLE: Tax credit program records

DATES: 1996-

ARRANGEMENT: Alphabetical by employer last name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series consists of Work Opportunity Tax Credit Program applications generated by qualified employers seeking a tax credit under this program. The parties mainly involved in the generation and use of these records are employees, the Utah Department of Workforce Services, the Internal Revenue Service, and the U.S. Department of Labor. The Job Creation and Worker Assistance Act of 2002 (Public Law 107-147) re-authorized and extended this program under sections 51 and 51A of the Federal Internal Revenue Code. This program receives Federal monies and is designed to help individuals from certain groups who have had a consistently high unemployment rate. Those groups are: qualified veterans, qualified ex-felons, qualified welfare recipients, qualified persons receiving rehab services, and high risk youth. The data included in these records will be wage records, statistical data, and employer information.

RETENTION:

Retain 7 years after filing of application.

DISPOSITION:

Destroy provided records have been scanned.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after filing of application and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy provided records have been scanned.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 24931

TITLE: Tax credit program records

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26245 3

TITLE: Work site learning employer records

DATES: 2006-

ARRANGEMENT: Chronological by date signed, thereunder alphabetical by company name.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are created for reference purposes. The records are researched to locate agreements, forms and other pertinent information about the relationships between employers and customers. They may also be used in an Equal Opportunity (EO) complaint. The records in this series contain employer agreements and work site learning (WSL) files. WSL files consist of employer records, agreements and forms that have been signed by the employer and customer.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/2006

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Workforce Services. Workforce Development Division

SERIES: 26245

TITLE: Work site learning employer records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f) and 63G-2-302(2)(d) (2008)